1099/W2 Maintenance & Screens User Manual

Version 1.5
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FAMIS Services
The Texas A&M University System

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1099/W2 Menu

The 1099/W2 Menu (M18) provides a list of screens that you may use for accessing the 1099/W2 information in FAMIS.

M18 – 1099/W2 Menu

```
M18 1099/W2 Menu                                                11/16/10 08:52
                                                                 FY 2011 CC 02
Screen: ___  Vendor: ___________  Voucher: _______  Account: ______ ____

              -*------- 1099 Information ---------*

                 180  1099-MISC Data Maintenance
                 182  1099-MISC Browse & Maintenance

                 187  1099-INT Data Maintenance
                 188  1099-INT Browse & Maintenance

                 184  1099-G Data Maintenance
                 189  1099-G Browse & Maintenance

               *-------- W2 Information ----------*

                 181  W2 Data Maintenance
                 183  W2 Browse & Maintenance


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Section II
1099 Inquiry & Maintenance

1099 Record Extract

Inquiry and updates to FAMIS sponsor information are handled on Screen 4. Sponsor numbers are created to identify those agencies and institutions that support research within the TAMU System. The 7-digit number, associated with each sponsor, is assigned by the user according to guidelines set by his/her System part.

VBYR108 is used to extract records from pending and posted vouchers that meet the 1099 selection criteria.

A voucher will be considered a 1099 voucher if any of the following conditions are met:

- The object code is in the 1099 MISC table found on Screen 853, and the vendor is not flagged 1099=N (on Screen 203).
- The object code is in the 1099 Travel table found on Screen 853, the Alt Vendor has been used, and the Alt Vendor is not an employee.
- The object code is 5610 - 5672 and the vendor is an individual. (If the vendor number begins with '2' or if the vendor type code equals IN or EM). The voucher represents a payment of personal services.
- The voucher 1099 override equals '0' through '9'. (When the voucher was entered, it was flagged as 1099).

A voucher will be considered a 1099 Interest voucher if it is any one of the following:

- Posted voucher with GL transactions using subcode 5680
- Posted voucher with SL transactions using subcode 6230
- Pending voucher with Origin Code=I (Interest)

Once the 1099 data has been extracted and loaded (VBYR110) in the online edit file, they can be accessed and edited with Screen 180 or Screen 187. Edits made to the information do not change the information on the voucher file, only that which is reported to the IRS.

Non A/P Payments

Non-A/P payments may be reported via the 1099 process by making a manual entry on Screen 180 (MISC) or Screen 187 (INT). The process is as follows:

- Type a "dummy" voucher number and voucher item number on the Action Line. Leave "Pull from A/P" field as "N," and press <ENTER>.
- Enter the net amount, a valid vendor number, Federal Tax ID, and IRS Indicator (Reporting Box) fields.
- These entries can be validated by printing a copy of the VBYR101 report to verify that the entries do appear on the report.

Extract Reports

Foreign Vendor
A list is created for vouchers where the voucher is flagged 1099-F or the vendor is flagged 1099-R (Foreign).

These vouchers appear on a report and are written to a downloadable file of the following format:

K&XXFA.DOWNLOAD.F1099.VBYR108.DYYMM
(XX = TAMUS Part) (YYMM = Year and Month)

GL Report
Items vouchered are using a GL where the vendor is not flagged 1099=N (or Blank). These items are not posted in the 1099 Edit screens, but must be reviewed and added manually.

Alternate Vendor Warning
This is a report of all items selected for Travel Reimbursement where the Alternate Vendor has been substituted for the Vendor.

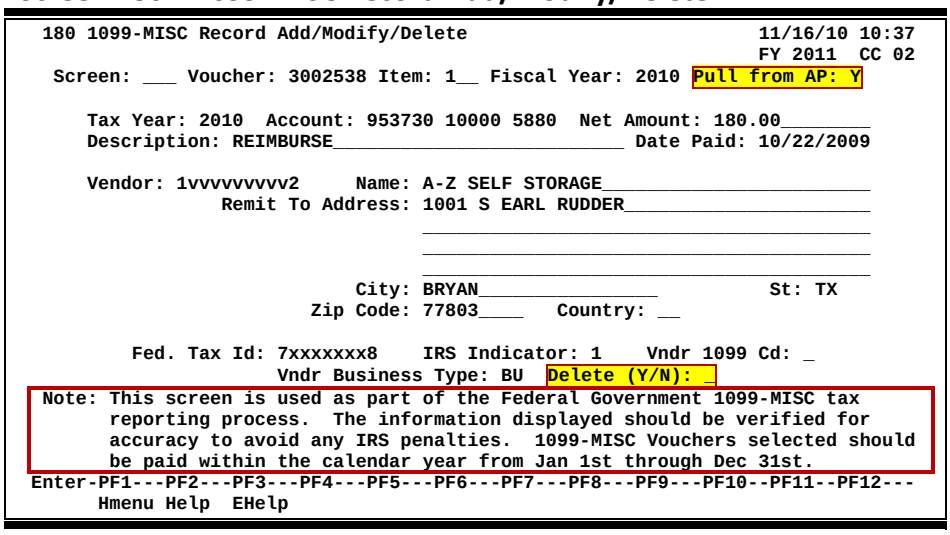
Extract Statistics
Total records extracted, total MISC, total INT, Alt Vendor substitutions, and Foreign Records totals are printed.

1099-MISC Record Add/Modify/Delete

Screen 180 is used as part of the Federal Government 1099-MISC tax reporting process. The information shown is pulled from the voucher file according to the selection criteria, which makes a payment reportable as a 1099.

This screen is used to access and edit the 1099 data in FAMIS. The edits made on this screen change the data that is reported to the IRS.

Screen 180 – 1099-MISC Record Add/Modify/Delete


180 1099-MISC Record Add/Modify/Delete
11/16/10 10:37
FY 2011 CC 02
Screen: ___ Voucher: 3002538 Item: 1__ Fiscal Year: 2010 Pull from AP: Y
Tax Year: 2010 Account: 953730 10000 5880 Net Amount: 180.00_____
Description: REIMBURSE_____ Date Paid: 10/22/2009
Vendor: 1vvvvvvvvv2 Name: A-Z SELF STORAGE_____
Remit To Address: 1001 S EARL RUDDER_____
City: BRYAN_____ St: TX
Zip Code: 77803____ Country: __
Fed. Tax Id: 7xxxxxx8 IRS Indicator: 1 Vndr 1099 Cd: _
Vndr Business Type: BU Delete (Y/N): _
Note: This screen is used as part of the Federal Government 1099-MISC tax reporting process. The information displayed should be verified for accuracy to avoid any IRS penalties. 1099-MISC Vouchers selected should be paid within the calendar year from Jan 1st through Dec 31st.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

Basic Steps

- Advance to Screen 180.
- Enter a valid voucher number in the Voucher: field, and include the item number and the fiscal year of the voucher to be displayed. If the voucher number doesn't exist in the 1099 file, you may search the voucher file by entering 'Y' in the Pull from AP: field, and the required information will be filled in automatically. Make necessary modifications and press <ENTER>.
- Add or modify information as needed, and press <ENTER>. To search for the vendor ID, type an asterisk (*) in the Vendor: field, and press <ENTER>. Type 'X' by the vendor to be selected, and the information will be passed back to Screen 180. If an address change is required on a voucher, all other vouchers with the same vendor number and tax ID will also be updated.
- If the record is to be deleted, type 'Y' in the Delete: field, and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Voucher:** 7 digits
Enter a valid voucher number.

◆ **Item:** 3 digits
Type the item number on the voucher to be modified or deleted. The default is 1.

◆ **Fiscal Year:** 4 digits
Indicate the fiscal year in which the voucher was paid.

Pull from AP: 1 character
Type 'Y' to pull data from the Accounts Payable database.

Screen Information

Tax Year: 4 digits
Displays the calendar year for which you are reporting information to the IRS.

◆ **Account:** 15 digits
Enter the account number from which the voucher item was paid.

◆ **Net Amount:** 14 digits
Include the net amount for the item on the voucher.

◆ **Description:** 35 characters
Type a description of the voucher item.

Date Paid: Help 8 digits
Enter the date the voucher was paid.

◆ **Vendor:** 11 digits
Indicate the vendor identification number.

◆ **Name:** 40 characters
Enter the name as it should appear on the 1099-MISC form.

◆ **Remit To Address:** 40 characters/digits (4 lines)
Indicate the address to which the 1099-MISC should be mailed.

◆ **City:** 21 characters
Enter the city for the remit to address.

◆ **St:** Help 2 characters
Type the state code for the indicated address.

◆ **Zip Code:** 9 digits
Indicate the Zip Code for the mailing address.

Country: Help 3 characters
Type the code for the country where the voucher will be mailed.

Fed. Tax Id: 9 digits
Enter the Federal Tax Identification number for the vendor.

IRS Indicator: Help 1 character/digit
Indicate the type of 1099 payment. Examples are as follows:

Blank	=	Not Required
F	=	Foreign Indiv - 1042S Reportable
N	=	Not 1099
0	=	Crop Insurance
1	=	Rents
2	=	Royalties
3	=	Other Income
4	=	Federal Income Tax Withheld
5	=	Fishing Boat Proceeds
6	=	Medical and Health Care Payments
7	=	Nonemployee Compensation
8	=	Substitute Payments for Interest
9	=	Direct Sales > $5000 For Resale

Vndr 1099 Cd: Help 1 character
Enter a valid 1099 vendor code. Values are as follows:

Blank	=	Do Not Report
C	=	Corporation
E	=	Employee
F	=	Foreign Individual
I	=	Individual
M	=	Medical/Health Corporation
N	=	Non-Profit Corporation
O	=	Other

Vndr Business Type: Help 2 characters
Include the vendor business type code used by the IRS. Values are as follows:

Blank	=	Not Valid On-Line (Batch Only)
BU	=	Business
EM	=	Employee
FA	=	Federal Agency
FC	=	Foreign Corporation
FG	=	Foreign Government
FI	=	Foreign Individual
FN	=	Financial Institution

Delete (Y/N): 1 character
Type 'Y' to delete this 1099-MISC voucher record.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF Keys.

1099-MISC Vendor Browse/Delete

This screen is used as part of the Federal Government 1099-MISC tax reporting process. The information shown is pulled from the voucher file according to the selection criteria which makes a payment reportable as a 1099.

Once the 1099 data has been extracted and loaded (VBYR110) in the file it can be viewed and deleted using Screen 182. Deletions made to the information on this screen do not change the information on the voucher file, only that which is reported to the IRS.

Screen 182 – 1099-MISC Vendor Browse/Delete

```
  182 1099-MISC Vendor Browse / Delete                          11/16/10 09:00
                    MY RESOURCE COMPUTER & SERVICE               FY 2011 CC 02
Screen: ___  Vendor: 1vvvvvvvvv2  Tax Year: 2009
                                                 IRS
 Sel Voucher Itm    FEI      FY     Amount      Ind    Description      Date Pd
 --- ------- --- --------- ---- ------------ --- ------------------ ----------
  _  1041189 1   7xxxxxxx4 2009       119.00   7  IMAC 24" COMPUTER  01/05/2009
  _  1051559 1   7xxxxxxx4 2009       183.00   7  COMPUTER - MACBOOK 01/07/2009
  _  1055145 2   7xxxxxxx4 2009       357.00   7  VMWARE FUSION 2.0  01/21/2009
  _  1057535 1   7xxxxxxx4 2009       596.00   7  TS355LL/A- COMPUTR 01/27/2009
  _  1057535 4   7xxxxxxx4 2009       199.00   7  TS355LL/A- COMPUTR 01/27/2009
  _  1058863 1   7xxxxxxx4 2009       119.00   7  IMAC 24" INTEL COR 01/28/2009
  _  1062783 1   7xxxxxxx4 2009        99.00   7  MAC MINI 2.0GHZ FO 02/05/2009
  _  1063571 1   7xxxxxxx4 2009       239.00   7  LAPTOP, APPLE MACB 02/06/2009
  _  1063841 2   7xxxxxxx4 2009       239.00   7  COMPUTER, MACBOOK  02/06/2009
  _  1069617 2   7xxxxxxx4 2009       239.00   7  BLACK NYLON SLEEVE 02/23/2009
  _  1071653 1   7xxxxxxx4 2009       234.99   7  LAPTOP COMPUTER RE 02/25/2009
  _  1074638 1   7xxxxxxx4 2009       476.00   7  IMAC 20" 2.4GHZ C2 03/03/2009
  _  1074750 1   7xxxxxxx4 2009        65.00   7  COMPUTER CHECK     03/03/2009
  _  1075960 2   7xxxxxxx4 2009        99.00   7  MINI MAC 2.0 GHZ C 03/25/2009
                    ** Press ENTER For More 1099 Vouchers **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 182.
- Enter a valid vendor identification number. If the vendor number is unknown, you may type the vendor's name (or type an '*') and press <ENTER> to view a pop-up window displaying a list of vendors from which to choose. Type an 'X' in front of the vendor to be selected, and press <ENTER> to pass the vendor ID number back to Screen 182.
- Specify a fiscal year, if other than the default year, and press <ENTER>.

Delete Record

- To delete records from the file, mark the records by typing 'D' in the Sel: field. You may mark multiple records for deletion on this screen. After all records have been marked, press <ENTER>. Confirm the deletion on the pop-up window, and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Vendor:** Help 11 digits
Enter a valid vendor identification number.

◆ **Tax Year:** 4 digits
Type the tax year for the information you wish to be displayed, if other than the default year.

Screen Information

Sel: 1 character
Type 'X' to select voucher, and advance to Screen 180.
Type 'D' to delete.

Voucher: 7 digits
Displays associated voucher numbers for vendor.

Itm: 3 digits
Indicates the item number on the voucher.

FEI: 9 digits
Shows the Federal Employee Identification number assigned to the vendor.

FY: 4 digits
Displays fiscal year in which voucher was created.

Amount: 13 digits
Shows the amount on the voucher.

IRS Ind: 1 character/digit
Identifies the type of 1099 payment as one of the following:

Blank	=	Not Required
F	=	Foreign Indiv - 1042S Reportable
N	=	Not 1099
0	=	Crop Insurance
1	=	Rents
2	=	Royalties
3	=	Other Income
4	=	Federal Income Tax Withheld
5	=	Fishing Boat Proceeds
6	=	Medical and Health Care Payments
7	=	Nonemployee Compensation
8	=	Substitute Payments for Interest
9	=	Direct Sales > $5000 for Resale

Description: 18 characters
Shows a description of the item.

Date Pd: 8 digits
Indicates the date voucher was paid.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

1099-INT Record Add/Modify/Delete

Screen 187 is used to maintain 1099 INT record information. This screen can be used to add, modify, or delete records.

To populate the screen with data, you may type 'Y' in the Pull from AP: field and press <ENTER>.

Screen 187 - 1099-INT Record Add/Modify/Delete

```
187 1099-INT Record Add/Modify/Delete                          11/16/10 09:09
                                                               FY 2011  CC 02
Screen: ___ Voucher: 1122007 Item: 501 Fiscal Year: 2009 Pull from AP: Y

   Tax Year: 2010  Account: 144050 00000 6230  Net Amount: 0.40__________
   Description: 8X10 FILM_____________________________ Date Paid: 06/11/2009

   Vendor: 1vvvvvvvvv2     Name: ATMOS X-RAY & MEDICAL SUPPLY_____________
               Remit To Address: 10000 HWY 99_____________________________
                                 ___________________________________________
                                 ___________________________________________
                                 ___________________________________________
                           City: JACKSON_____________          St: CA
                       Zip Code: 95622____   Country: __

        Fed. Tax Id: 0xxxxxx8    IRS Indicator: _    Vndr 1099 Cd: _
                     Vndr Business Type: BU   Delete (Y/N): _
 Note: This screen is used as part of the Federal Government 1099-INT tax
       reporting process.  The information displayed should be verified for
       accuracy to avoid any IRS penalties.  1099-INT Vouchers selected should
       be paid within the calendar year from Jan 1st through Dec 31st.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 187.
- Type a valid voucher, item number, and year on the Action Line, and press <ENTER>. If you are modifying a record and want information to be pulled from FAMIS, type 'Y' in the Pull from AP: field and press <ENTER>.
- Fill in the other fields as desired and press <ENTER>.

Delete Record

- To delete a record, type 'Y' in the Delete: field and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Voucher:** 7 digits
Enter a valid voucher number.

◆ **Item:** 3 digits
Type the item number on the voucher to be modified or deleted.
The default is 1.

◆ **Fiscal Year:** 4 digits
Indicate the fiscal year in which the voucher was paid.

Pull from AP: 1 character
Type 'Y' to pull data from the Accounts Payable database.

Screen Information

Tax Year: 4 digits
Displays the calendar year for which you are reporting information to the IRS.

- **Account:** 15 digits
  Enter the account number from which the voucher item was paid.
- **Net Amount:** 14 digits
  Include the net amount for the item on the voucher.
- **Description:** 35 characters
  Type a description of the voucher item.

Date Paid: Help 8 digits
Enter the date on which the voucher was paid.

- **Vendor:** 11 digits
  Indicate the vendor identification number.
- **Name:** 40 characters
  Enter the name as it should appear on the 1099-MISC form.
- **Remit To Address:** 40 characters/digits (4 lines)
  Indicate the address to where the 1099-MISC should be mailed.
- **City:** 21 characters
  Enter city for the remit to address.
- **St:** Help 2 characters
  Type the state code for the indicated address.
- **Zip Code:** 9 digits
  Include the Zip Code for the mailing address.

Country: Help 3 characters
Type the code for the country to which the voucher will be mailed.

Fed. Tax Id: 9 digits
Enter the Federal Tax Identification number for the vendor.

IRS Indicator: 1 character/digit
Identify the code for the type of 1099 payment as one of the following:

A	=	Crop Insurance (After 1997)
Blank	=	Not Required
C	=	Gross Proceeds Paid to Attorney
F	=	Foreign Indiv - 1042S Reportable
N	=	Not 1099
0	=	Crop Insurance
1	=	Rents
2	=	Royalties
3	=	Other Income
4	=	Federal Income Tax Withheld
5	=	Fishing Boat Proceeds
6	=	Medical and Health Care Payments
7	=	Nonemployee Compensation
8	=	Substitute Payments for Interest
9	=	Direct Sales > $5000 for Resale

Vndr 1099 Cd: 1 character
Enter a valid 1099 vendor code. Values are as follows:

Blank	=	Do Not Report
C	=	Corporation
E	=	Employee
F	=	Foreign Individual
I	=	Individual
M	=	Medical/Health Corporation
N	=	Non-Profit Corporation
O	=	Other

Vndr Business Type: **Help** 2 characters
Include the vendor business type code used by the IRS to describe the type of business.

Delete (Y/N): 1 character
Type 'Y' if this 1099-INT voucher record should be deleted.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

1099-INT Vendor Browse/Delete

Screen 188 may be used to view 1099-INT information for vendors. This screen provides a list of vouchers showing the amount, a description, and the date the voucher was paid.

To delete a voucher, select it from the list and view the information on Screen 187. Type 'Y' in the Delete: field, and press <ENTER>.

Screen 188 – 1099-INT Vendor Browse/Delete

```
  188 1099-INT Vendor Browse / Delete                          11/16/10 09:11
                    ATMOS X-RAY & MEDICAL SUPPLY                FY 2011 CC 02
Screen: ___  Vendor: 1vvvvvvvvv2  Tax Year: 2009
                                              IRS
 Sel Voucher Itm    FEI     FY     Amount     Ind    Description      Date Pd
 --- ------- --- --------- ---- ------------ --- ------------------ ----------
  _  1121260 501 0xxxxxx8 2009          .09   1  8X10 FILM          06/10/2009
  _  1122007 501 0xxxxxx8 2009          .40   1  8X10 FILM          06/11/2009

                      **  END OF 1099 VOUCHER LIST  **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 188.
- Type a valid vendor identification number, or vendor's name, and appropriate year on the Action Line and press <ENTER>.
- To modify or delete a voucher, type an 'X' in the Sel: field and press <ENTER> to advance to Screen 187.
- To delete a voucher, enter 'Y' in the Delete: field on Screen 187 and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Vendor:** 11 digits
Enter a valid vendor identification number.

◆ **Tax Year:** 4 digits
Displays the calendar year for which you are reporting information to the IRS.

Screen Information

Sel: 1 character
Type 'X' and press Enter to select a voucher and advance to Screen 187.

Voucher: 7 digits
Displays the voucher number associated with the vendor.

Itm: 3 digits
Indicates the item number on the voucher.

FEI: 9 digits
Shows the Federal Employee Identification number assigned to the vendor.

FY: 4 digits
Identifies the fiscal year in which the voucher was created.

Amount: 10 digits
Indicates the amount on the voucher.

IRS Ind: 1 character/digit
Identifies the type of 1099 payment as one of the following:

A	=	Crop Insurance (After 1997)
Blank	=	Not Required
C	=	Gross Proceeds Paid to Attorney
F	=	Foreign Indiv - 1042S Reportable
N	=	Not 1099
0	=	Crop Insurance
1	=	Rents
2	=	Royalties
3	=	Other Income
4	=	Federal Income Tax Withheld
5	=	Fishing Boat Proceeds
6	=	Medical and Health Care Payments
7	=	Nonemployee Compensation
8	=	Substitute Payments for Interest
9	=	Direct Sales > $5000 for Resale

Description: 18 characters
Shows a description of the item.

Date Pd: 8 digits
Identifies date the voucher was paid.

Additional Functions

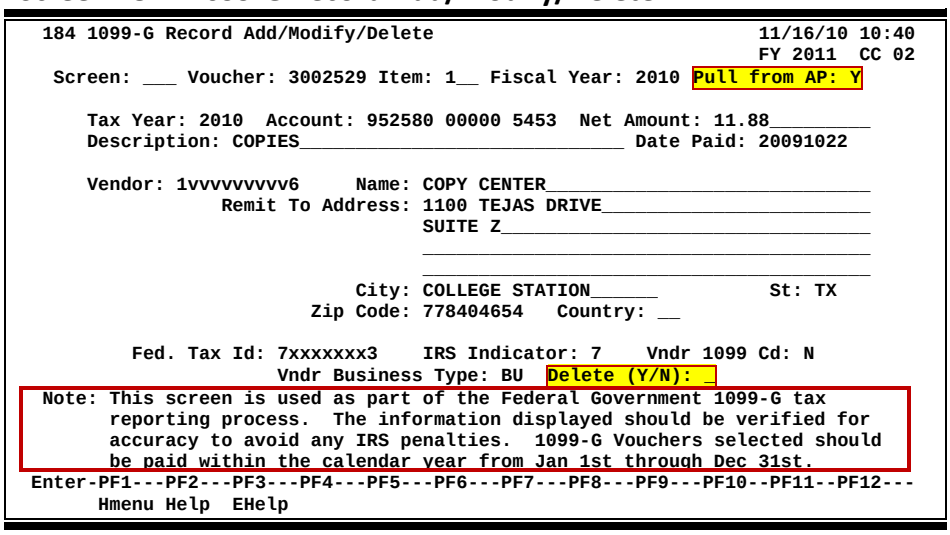
PF KEYS See Appendix for explanation of standard PF Keys.

1099-G Record Add/Modify/Delete

Screen 184 is used to maintain 1099-G record information. This screen can be used to add, modify, or delete records.

To populate the screen with data, you may type 'Y' in the Pull from AP: field and press <ENTER>.

Screen 184 - 1099-G Record Add/Modify/Delete


184 1099-G Record Add/Modify/Delete
11/16/10 10:40
FY 2011 CC 02
Screen: ___ Voucher: 3002529 Item: 1__ Fiscal Year: 2010 Pull from AP: Y
Tax Year: 2010 Account: 952580 00000 5453 Net Amount: 11.88_____
Description: COPIES_____ Date Paid: 20091022
Vendor: 1vvvvvvvvv6 Name: COPY CENTER_____
Remit To Address: 1100 TEJAS DRIVE_____
SUITE Z_____
City: COLLEGE STATION_____ St: TX
Zip Code: 778404654 Country: __
Fed. Tax Id: 7xxxxxx3 IRS Indicator: 7 Vndr 1099 Cd: N
Vndr Business Type: BU Delete (Y/N): _
Note: This screen is used as part of the Federal Government 1099-G tax reporting process. The information displayed should be verified for accuracy to avoid any IRS penalties. 1099-G Vouchers selected should be paid within the calendar year from Jan 1st through Dec 31st.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

Basic Steps

- Advance to Screen 184.
- Type a valid voucher, item number, and year on the Action Line, and press <ENTER>. If you are modifying a record and want information to be pulled from FAMIS, type 'Y' in the Pull from AP: field and press <ENTER>.
- Fill in the other fields as desired and press <ENTER>.

Delete Record

- To delete a record, type 'Y' in the Delete: field, and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Voucher:** 7 digits
Enter a valid voucher number.

◆ **Item:** 3 digits
Type the item number on the voucher to be modified or deleted.
The default is 1.

◆ **Fiscal Year:** 4 digits
Indicate the fiscal year in which the voucher was paid.

Pull from AP: 1 character
Type 'Y' to pull data from the Accounts Payable database.

Screen Information

Tax Year: 4 digits
Displays the calendar year for which you are reporting information to the IRS.

◆ **Account:** 15 digits
Enter the account number from which the voucher item was paid.

◆ **Net Amount:** 14 digits
Include the net amount for the item on the voucher.

◆ **Description:** 35 characters
Type a description of the voucher item.

Date Paid: 8 digits
Enter the date the voucher was paid.

◆ **Vendor:** 11 digits/character
Indicate the vendor identification number.

◆ **Name:** 40 characters
Enter the name as it should appear on the 1099-MISC form.

◆ **Remit To Address:** 40 characters/digits (4 lines)
Indicate the address to which the 1099-MISC should be mailed.

◆ **City:** 21 characters
Enter city for the remit to address.

◆ **St:** Help 2 characters
Type the state code for the indicated address.

◆ **Zip Code:** 9 digits
Indicate the Zip Code for the mailing address.

Country: Help 3 characters
Type the code for the country to which the voucher will be mailed.

Fed. Tax Id: 9 digits
Enter the Federal Tax Identification number for the vendor.

IRS Indicator: 1 character/digit
Include the code for the type of 1099 payment. Examples are as follows:

1	=	Unemployment Compensation
2	=	State or Local Income Tax Refunds, Credits or Offsets
4	=	Federal Income Tax Withheld
6	=	Taxable Grants
7	=	Agriculture Payments

Vndr 1099 Cd: 1 character
Enter a valid 1099 vendor code. Values are as follows:

Blank	=	Do Not Report
C	=	Corporation
E	=	Employee
F	=	Foreign Individual
I	=	Individual
M	=	Medical/Health Corporation
N	=	Non-Profit Corporation
O	=	Other

Vndr Business Type: Help 2 characters
Include the vendor business type code used by the IRS to describe the type of business.

Delete (Y/N): 1 character
Type 'Y' to delete this 1099-G voucher record.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

1099-G Vendor Browse/Delete

Screen 189 may be used to view 1099-G information for vendors. This screen provides a list of vouchers showing the amount, a description, and the date the voucher was paid.

To delete a voucher, select it from the list and view the information on Screen 184. Type 'Y' in the Delete: field and press <ENTER>.

Screen 189 – 1099-G Vendor Browse/Delete

```
  189 1099-G   Vendor Browse / Delete                          11/16/10 09:36
                    BARTON INDUSTRIES                           FY 2011 CC 11
Screen: ___  Vendor: 1vvvvvvvvv1  Tax Year: 2009
                                                 IRS
 Sel Voucher Itm    FEI     FY     Amount      Ind    Description      Date Pd
 --- ------- --- --------- ---- ------------- --- ------------------ ----------
  _  0003059 1   7xxxxxxx8 2010     3,200.00   6  SPB C/S #09-199-02 11/13/2009

                      **  END OF 1099 VOUCHER LIST  **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 189.
- Type a valid vendor identification number and appropriate year on the Action Line. Press <ENTER> to display information.
- To modify or delete a voucher, type an 'X' in the Sel: field and press <ENTER> to advance to Screen 184.
- To delete a voucher, enter 'Y' in the Delete: field on Screen 184 and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Vendor:** 11 digits
Enter a valid vendor identification number.

◆ **Tax Year:** 4 digits
Enter the calendar year for which you are reporting information to the IRS.

Screen Information

Sel: 1 character
Type 'X' and press Enter to select a voucher and advance to Screen 184.

Voucher: 7 digits
Displays the voucher number associated with the vendor.

Itm: 3 digits
Indicates the item number on the voucher.

FEI: 9 digits
Shows the Federal Employee Identification number assigned to the vendor.

FY: 4 digits
Identifies the fiscal year in which the voucher was created.

Amount: 10 digits
Indicates the amount on the voucher.

IRS Ind: 1 character/digit
Displays the type of 1099 payment. Examples are as follows:

1 = Unemployment Compensation
2 = State or Local Income Tax Refunds, Credits or Offsets
4 = Federal Income Tax Withheld
6 = Taxable Grants
7 = Agriculture Payments

Description: 35 characters
Shows a description of the item.

Date Pd: 8 digits
Identifies date the voucher was paid.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

1099 Extracts/Reports

VBYR106 Extracts 1099 records for 1099-G. It creates a WORKFILE of 1099-G data. It reports statistical information such as total number of records extracted and warnings.

VBYR108 Extracts 1099 records for 1099-MISC and 1099-INT. It creates a WORKFILE of 1099-MISC, 1099-INT, and 1099-Foreign data. It reports statistical information such as total number of each record type extracted, warnings and, GL records to be reviewed manually.

VBYR109 Reports 1099-MISC data either from the VYBR108 extract or from the 1099 database after it has been loaded.

VBYR113 Reports 1099-INT data either from the VYBR108 extract or from the 1099 database after it has been loaded.

VBYR110 Loads VBYR108 1099-MISC extracted data to the database for edits.

VBYR114 Loads VBYR108 1099-INT extracted data to the database for edits.

VBYR116 Loads VBYR106 1099-G extracted data to the database for edits.

VBYR111 Reloads the WORKFILE with edits made on Screen 180.

VBYR115 Reloads the WORKFILE with edits made on Screen 187.

VBYR117 Reloads the WORKFILE with edits made on Screen 189.

VBYR101 Reports 1099-MISC data that will be printed on forms and sent to the IRS electronically. It also creates a formatted file of data to meet IRS requirements.

VBYR102 Reports 1099-INT data that will be printed on forms and sent to the IRS electronically. It also creates a formatted file of data to meet IRS requirements.

VBYR103 Produces a report, 1099-G Letters, and download of 1099G records.

VBYR112 Formats and combines 1099 data for all TAMUS Parts into the IRS record layouts for transmission to the IRS.

Section III
W2 Inquiry & Maintenance

Add/Modify/Delete W2 Record

A voucher must pass both of the following criteria to be considered a reportable expense in the W2 process:

1. Voucher void/drop or state voucher void flag is **not equal** to 'Y'.
2. Check date for local vouchers, or state voucher print date for state vouchers must be in the specified calendar year (11/01/96-10/31/97).

If a voucher does not meet the criteria, it is rejected and not considered reportable. If it passes, the object code on the voucher is compared against the Emoluments, Mileage, and Qualified Moving subcode tables on Screen 853, which were set up for that calendar year to determine whether the type of W2 is Automatic (A) or Manual (M). Only the type 'A' W2s are written to the extract file (VBYR152).

Screen 181 is used as part of the Federal Government W2 reporting process. The information displayed is pulled from the voucher file according to the selection criteria that makes a payment reportable as a W2. The results of the edits made on Screen 181 will be sent to BPP to be combined with payroll W2 information. Each voucher should be reviewed to determine whether or not it should be sent on to BPP.

Once the W2 data has been extracted and loaded (VBYR153) in the file, it can be accessed and edited using this screen. Edits made to the information on this screen do not change the information on the voucher file, only that which is reported to the IRS.

VBYR155 is used to report the W2 information after edits have been entered.

Screen 181 - W2 Record Add/Modify/Delete

```
181 W2 Record Add/Modify/Delete                              11/16/10 10:43
                                                             FY 2011  CC 02
 Screen: ___ Voucher: 3007016 Item: 1__ Fiscal Year: 2010 Pull from AP: N

 Tax Year: 2010  Account: 942700 20000 5240  Work Stat.: M  Dept Ref.: 2000___

      SSN: 3xxxxxxx1   Name: AMOS A ANDERSON________     Date Paid: 12/22/2009

 Emolument Amt.: 140.72__  Mileage Amt.: ________  Qual. Moving Amt.: ________


                              Delete (Y/N): _

 Note: This screen is used as part of the Federal Government W2 reporting
       process.  The information displayed should be verified for accuracy.
       Correct any errors and supply missing information to avoid penalties.
       W2 vouchers selected should be paid within the calendar from November
       1st through October 31st.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 181.
- Type a voucher number, item number and fiscal year on the Action Line. To pull vouchers from Accounts Payable, type 'Y' in the Pull From AP: field and press <ENTER>.
- If the voucher is found, the appropriate fields will be filled in automatically. You must enter the dollar amount (emolument, qualified moving, or mileage) in the appropriate field. **Only one amount should be filled in per voucher item.**
- Add, modify or delete the information as needed. Type an asterisk (*) in the SSN: field to view a pop-up window that will allow you to search for the appropriate Social Security number. Type 'X' by the number to select it and pass the name and number back to Screen 181. If the record needs to be deleted, enter 'Y' in the Delete: field.
- Press <ENTER> to record the information.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Voucher:** 7 digits
Enter the number to be created, modified, or deleted.

◆ **Item:** 3 digits
Enter the item number on the voucher to be edited.
The default is 1.

◆ **Fiscal Year:** 4 digits
Indicate the fiscal year in which the voucher was paid. The default is the current fiscal year.

Pull from AP: 1 character
Type 'Y' to pull data from the Accounts Payable database.

Screen Information

◆ **Tax Year:** 4 digits
Shows the calendar year for which you are reporting information to the IRS.

◆ **Account:** 15 digits
Enter the FAMIS account number from which the voucher item was paid.

◆ **Work Stat.:** 1 character
Displays the payroll work station for the campus code. This will automatically be filled in when **adding** a record.

Dept Ref.: 7 characters/digits
Enter a departmental voucher reference number.

◆ **SSN:** 9 digits
Enter the Social Security number or Tax Identification number.

- **Name:** 21 characters
  Type the name as it should appear on the W2 form.

  Date Paid: 8 digits
  Designate the payment date of the voucher.

- **Emolument Amt.:** 8 digits
  Include the dollar amount of the emolument.

- **Mileage Amt.:** 8 digits
  Indicate the dollar amount of mileage to be paid.

- **Qual. Moving. Amt.:** 8 digits
  Enter the dollar amount qualified for moving expense.

  Delete (Y/N): 1 character
  Type 'Y' to delete the W2 voucher record.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

W2 SSN Browse/Delete

Screen 183 is used as part of the Federal Government W2 tax reporting process. The information shown is pulled from the voucher file according to the selection criteria which makes a payment reportable as a W2. Each voucher should be reviewed to determine whether or not the voucher should be sent on to BPP.

Once the W2 data has been extracted and loaded in the file it can be viewed and deleted with this screen. Deletions made to the information on this screen do not change the information on the voucher file, only that which is reported to the IRS.

Screen 183 - W2 SSN Browse/Delete

```
  183 W2 SSN Browse / Delete                                    11/16/10 10:46
                              X & Y MOVING AND                   FY 2011 CC 02
Screen: ___  SSN: 4xxxxxxx1  Tax Year: 2010
                                          Qualified   Dept.
 Sel  Voucher  Itm  Emolument   Mileage     Moving     Ref.   Date Paid    FY
 ---  -------  ---  ---------  ---------  ---------  -------  ----------  ----
  _   1282300  1                         5,618.00   9369     04/02/2010  2010
  _   1282303  1                         1,415.00   9369     04/02/2010  2010
  _   1401976  1                         1,894.99   0002     09/23/2010  2011









                     **  END OF VOUCHER LIST  **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 183.
- Enter a valid Social Security number in the SSN: field and tax year from which vouchers would have been pulled, and press <ENTER>. If the number is not known, you may type an asterisk (*) in this field to view a pop-up window to search for a person by name. Type 'X' next to the selected name will pass the correct SSN back to this field.
- If records exist for the individual selected, a list of vouchers will be displayed. If not, the system will respond with "No vouchers found."
- To view a displayed voucher, type 'X' in the Sel: field and press <ENTER> to view the information on Screen 181.

Delete Record

- To delete records from the file, mark them by typing 'D' in the Sel: field and press <ENTER>. Multiple records may be marked for deletion. A pop-up window will appear to confirm the deletion(s). Press <ENTER> to record.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **SSN:** Help 9 digits
Enter a valid Social Security number to view vouchers paid for the specified Social Security number.

◆ **Tax Year:** 4 digits
Enter the tax year to be viewed.

Screen Information

Sel: 1 character
Type an 'X' to select an item and advance to Screen 181.

Voucher: 7 digits
Displays the voucher number.

Itm: 3 digits
Designates the item number on the voucher.

Emolument: 6 digits
Shows the amount of the emolument.

Mileage: 6 digits
Indicates the mileage to be paid.

Qualified Moving: 6 digits
Displays the amount qualified for moving expense.

Dept. Ref.: 7 characters/digits
Shows the departmental reference indicator.

Date Paid: 8 digits
Designates the payment date.

FY: 4 digits
Indicates the fiscal year in which the voucher was paid.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

W2 Extracts/Reports

VBYR152 Creates the extract file for the W2 information.

VBYR153 Loads the W2 information into FAMIS and makes it available for on-line edits.

VBYR155 Creates a report of data that will be passed to BPP to be combined with Payroll W2 information for the IRS.

Section IV
Appendix

Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys

When a key is listed as **PFn** , PF represents Program Function. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

RESET Key

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "**X ( )**" or ⌛ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

Protected Area

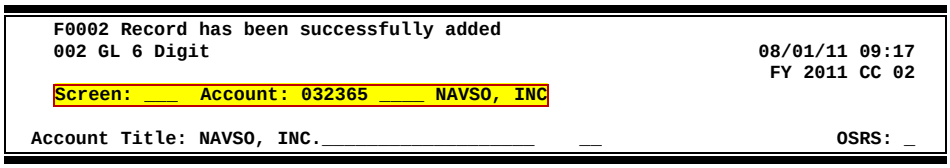
The ***Protected Area*** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your ***reset*** key and then ***tab*** key to release your system when it freezes.

Action Line/Context

The ***Action Line*** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the action line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.

The <**ENTER**> key must be pressed after entering ***Action Line*** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.


F0002 Record has been successfully added
002 GL 6 Digit
08/01/11 09:17
FY 2011 CC 02
Screen: ___ Account: 032365 ____ NAVSO, INC
Account Title: NAVSO, INC._____ __ OSRS: _

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

Scrolling Through Data

Pressing the <**ENTER**> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the PF2 key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

For example, place the cursor in the Year-end Process: field and press PF2. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

Screen 002 - GL 6 Digit

```
  002 GL 6 Digit                                                08/01/11 09:15
                                                                 FY 2011 CC 02
  Screen: ___  Account: 014000 ____ MEDICINE

Account Title: MEDICINE_____________________________                  OSRS: _
  Resp Person: 1uuuuuuu7 COLLINS, CINDY C            Old Acct: 0284_____________
Year-end Process: F    Reclassify: _  Reporting Group: __  Aux Code: ___
  AFR Fund Group: 10   Fund Group: FG  Sub Fund Group:      Sub-Sub: __
```

```
  Flag to indicate what action
  to take with balance at year
  end.
```

From the definition screen, press <ENTER> to view the valid values for the field.

```
+-----------------------------------------------------------------+
|                                                                 |
|             *** D I C T I O N A R Y - H E L P ***               |
|                                                                 |
|  VALUES                          MEANING                        |
|  -------------------------------  ----------------------------- |
|  F                               Fiscal Year                    |
|  P                               Project Year                   |
|  E                               Encumbrance Only (SL's only)   |
|  T                               Transfer BBA (SL's Only)       |
|  D                               BBA to Different account (SL)  |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|  Rule : IAFRS-FG-FS-YY-END-PROC          Default value is:      |
|  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                         |
|  Field: FG-FS-YY-END-PROC                                       |
|                                                                 |
|  PF1=Menu PF4=Exit                                              |
+-----------------------------------------------------------------+
```

Question Mark or Asterisk (? or *) Help

FAMIS also provides information about selected fields through the Question Mark or Asterisk (? or *) Help facility. This HELP information may be accessed by typing a question mark (?) or an asterisk (*) in the field in question and pressing the <ENTER> key.

Screen 2 - GL 6 Digit

```
  002 GL 6 Digit                                                  08/01/11 09:17
                                                                   FY 2011 CC 02
  Screen: ___  Account: 010100 ____ ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION_____________                    OSRS: _
  Resp Person: 5uuuuuuu4 MASON, MOLLY M              Old Acct: NA_____________
Year-end Process: F    Reclassify: _  Reporting Group: __  Aux Code: ___
  AFR Fund Group: ?_   Fund Group: FG  Sub Fund Group:      Sub-Sub: __
        Function: __

    Default Bank: 06000      Override: Y      SL Mapped Count: 22
 Alternate Banks: *****  _____  _____  _____  _____  Security: ______

               Dept  S-Dept Exec Div Coll Mail Cd Stmt
   Primary:    REV__ _____   UN   AD       C6000    N
 Secondary:    VTEA_ _____   AA   CD  VM   C4457    N


Fund Source: __ ____________________________________________      Account Letter: Y
 Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION      Setup Dt: 08/26/1991
             ____________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next
```

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value and pressing <ENTER> that value is passed to the main screen. This is called the ***Passback*** feature.

Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```
+-----------------------------------------------------------+
| ** More Codes - Press <ENTER> to View **                  |
|                                                           |
|  Search Criteria:   AFR Fund Group: __                    |
|                                                           |
|    AFR        Sub                                         |
|    Fund  Fund Fund   Description                          |
|  _   01              CLEARING ACCOUNTS                    |
|  X   10    FG        FUNCTIONAL AND GENERAL               |
|  _   20    DS   DF   DESIGNATED/FUNCTIONAL & GENERAL      |
|  _   21    DS   DS   DESIGNATED/SERVICE DEPARTMENTS       |
|  _   22    DS   ST   DESIGNATED/SERV DEPT-MATERIAL & SUP  |
|  _   23    DS   SM   DESIGNATED/SERV DEPT-COMM & UTIL     |
|  _   24    DS   SU   DESIGNATED/SERV DEPT-REPAIRS & MAIN  |
|  _   25    DS   SR   DESIGNATED/SERV DEPT-RENTALS & LEAS  |
|  _   26    DS   SL   DESIGNATED/SERV DEPT-PRINTING & REP  |
|  _   27    DS   SP   DESIGNATED/SERV DEPT-CLAIMS & LOSSE  |
|  _   28    DS   SC   DESIGNATED/SERV DEPT-OTHER OPER EXP  |
|  _   29    DS   SO   DESIGNATED/SERV DEPT-OTHER OPER EXP  |
|                       --  IASYS-AFR-FUND-GROUP  --        |
|     Select an AFR Fund Group or Press <PF4> to Quit       |
+-----------------------------------------------------------+
```

Standard PF Keys

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list should help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

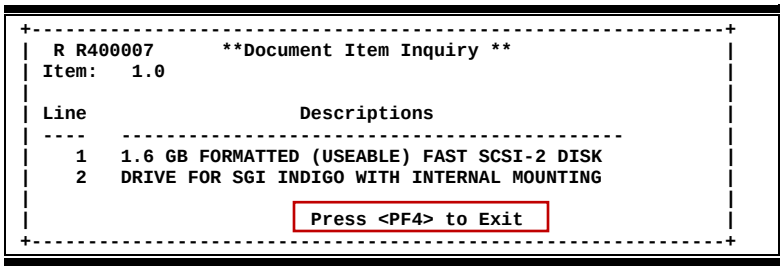
Extended Function Keys

Bkwd **Backwards**
Advances backward to the previous screen or scrolls one page back for a particular item.

Frwd **Forward**
Advances forward to the next screen or scrolls one page forward for a particular item.

Left **Scroll Left**
Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the left.

More Desc **More Description**
Displays complete description text for a document or an item.

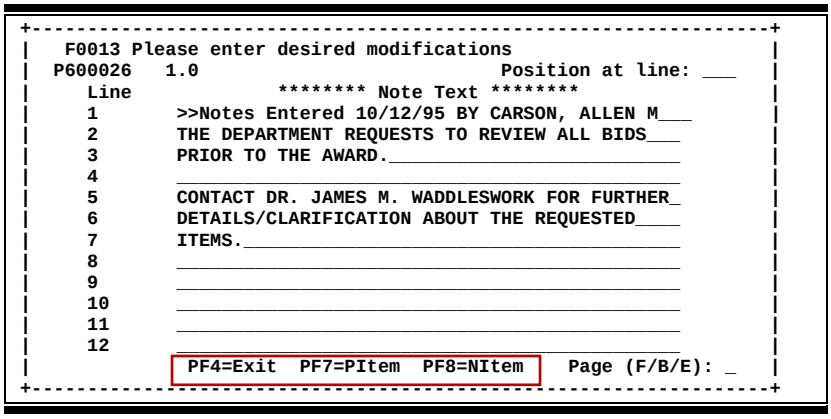

R R400007 **Document Item Inquiry **
Item: 1.0
Line Descriptions
1 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK
2 DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING
Press <PF4> to Exit

Next **Next Screen**

Advances to the next screen required.

Notes **Notes**

Displays any notes attached to the document header. Use the Position at Line: field to start the text at a particular line. The Page (F/B/E): field scrolls Forward (F), and Backwards (B) through the text, or End (E) to exit the window.



Right **Scroll Right**

Some windows are made up of several adjacent panels. These will be designated by the word Panel: **##** appearing in the window. Pressing this key scrolls the panel to the right.

1099/W2 Screens List

		PAGE
M18	**1099/W2 Menu** Lists the available screens for 1099 and W2 reporting.	**I-4**
180	**1099-MISC Record Add/Modify/Delete** Used to add/modify/delete 1099 miscellaneous (not interest) records as part of the Federal Government 1099-MISC tax information.	**II-5**
181	**W2 Modify/Delete** Used to modify/delete W2 information as part of the Federal Government W2 reporting process.	**III-3**
182	**1099-MISC Vendor Browse/Delete** Used to browse/delete 1099 Miscellaneous (not interest) records by vendor.	**II-8**
183	**W2 Browse/Delete** Used to search/delete W2 information by Social Security Number (SSN).	**III-6**
184	**1099-G Record Add/Modify/Delete** Used to maintain 1099-G record information.	**II-15**
187	**1099-INT Record** Used to add/modify/delete 1099 interest records as part of the Federal Government 1099-INT tax information.	**II-10**
188	**1099-INT Browse/Delete** Used to browse/delete 1099 interest records by vendor.	**II-13**
189	**1099-G Vendor Browse/Delete** Used to view 1099-G information for vendors.	**II-18**

K:\FA\DOC\WRKNPRCS\AP\1099\1099W2currNF.docx